

Message Text

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64

ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 OPR-02 L-03 OMB-01 A-01 SS-15

MMS-04 H-02 SY-05 SCSE-00 SCA-01 PER-03 PPTE-00 /049 W

----- 020078

R 311255Z JUL 75

FM AMEMBASSY MANAMA BAHRAIN

TO SECSTATE WASHINGTON DC 2327

UNCLAS MANAMA 0880

FOR FADRC

E.O. 11652 : N/A

TAGS : AINF, OGEN, BA

SUBJECT : EMBASSY FILES - PRIVACY ACT 1974

REFERENCE : STATE 172353

POST DOES NOT MAINTAIN ANY RECORDS APPLICABLE TO PRIVACY ACT THAT ARE NOT DUPLICATED IN NORMAL ADMINISTRATIVE FILES MAINTAINED BY DEPARTMENT IN WASHINGTON WITH EXCEPTION OF CONSULAR REGISTRATION FILE, SY CLEARANCE REQUEST ACTION FILE, AND CONSULAR WELFARE AND WHEREABOUTS CASE FILE. RECORDS WE DO HOLD ARE REPORTED BELOW IN FORMAT REQUESTED IN PARA 7 REFTTEL:

I. NAME OF RECORD

- A. CONSULAR REGISTRATION FILE
- B. SY CLEARANCE REQUEST ACTION FILE
- C. CONSULAR WELFARE AND WHEREABOUTS CASE FILE

II. CATEGORY OF INDIVIDUAL

- A. NAMES OF THOSE PERSONS RESIDING IN THE CONSULAR DISTRICT FOR PURPOSES OF EMERGENCY CONTACT.
- B. NAMES OF THOSE PERSONS FOR WHOM THE REGIONAL SECURITY OFFICER AT AMEMBASSY KUWAIT HAS REQUESTED CERTIFICATION OF LOCAL EMPLOYMENT AND OTHER RECORDS CHECKS IN ORDER TO PROCESS SECURITY CLEARANCES.
- C. TELEGRAPHIC AND CASE INFORMATION ON PARTICULAR WELFARE

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AND WHEREABOUTS CASES.

III. CATEGORY OF RECORD

- A. NAMES, LOCAL AND U.S. ADDRESSES, DEPENDENTS, NEXT OF KIN, LOCAL AND U.S. PHONE NUMBERS, AND PASSPORT AND BIO DATA.
- B. NAMES, ADDRESSES OF EMPLOYERS, INFORMATION ON EMPLOYMENT AND RESIDENCE IN BAHRAIN
- C. NAMES, ADDRESSES, CASE INFORMATION, AND TELEGRAPHIC TRAFFIC CONCERNING CORRESPONDENTS IN WELFARE AND WHEREABOUTS CASES.

IV. AUTHORITY

- A. CONSULAR PROCEDURE OUTLINED IN 7 FAM.
- B. AUTHORITY OF RSO KUWAIT.
- C. CONSULAR PROCEDURE OUTLINED IN 7 FAM.

V. ROUTINE USES

- A. NO ONE OUTSIDE DEPARTMENT OF STATE.
- B. NO ONE OUTSIDE DEPARTMENT OF STATE.
- C. NO ONE OUTSIDE DEPARTMENT OF STATE.

VI. RECORD MANAGEMENT POLICY AND PRACTICE

- A. MAINTAINED ON CARDS IN CONSULAR SECTION SAFE ALPHATETICALLY BY NAME. ACCESS ONLY BY CONSULAR OFFICER AND CONSULAR ASSISTANT. RECORDS RETAINED FOR 36 MONTHS.
- B. MAINTAINED IN FILE FOLDER BY DATE IN SAME OFFICE SAFE. ACCESS BY POST SECURITY OFFICER AND ADMINISTRATIVE ASSISTANT ONLY. RECORDS RETAINED FOR 18 MONTHS.
- C. MAINTAINED IN CONSULAR SECTION SAFE. ACCESS BY CONSULAR OFFICER. RECORDS RETAINED FOR 18 MONTHS.

VII. SYSTEM MANAGER

- A. CONSULAR OFFICER
- B. POST SECURITY OFFICER
- C. CONSULAR OFFICER

VIII. SOURCES

- A. INDIVIDUAL

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- B. EMPLOYER, NEIGHBORS, EDUCATIONAL INSTITUTIONS, LOCAL POLICE OFFICE.
- C. U.S. AND OTHER CORRESPONDENTS, POST FILES, TELEGRAPHIC TRAFFIC.
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NNN

Message Attributes

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Disposition Date: 01 JAN 1960
Disposition Event:
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TAGS: AINF, OGEN, BA
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